



# Application for Admission to Acsenda School of Management

## Instructions to the Applicant:

1. Read the entire application form carefully. Fill out all required information. Sign and date the application. Without a signature the application will not be processed.
2. There is a \$150 non-refundable application fee. Payments by mail can be made by cheque or money order. Do not send cash in the mail. Payment methods accepted at the campus are debit card, credit card, cash, bank draft or cheque (made payable to Acsenda School of Management). A \$200 Administrative Fee will also be charged for any authorized withdrawals from the program. *Refunds for students who paid by credit card and cancel/do not start are subject to an administrative fee of 2% of the total amount paid.*
3. Official Transcripts from all previously attended academic institutions must be arranged by the applicant and sent in to the Office of the Registrar. Transcripts are only official if sent by the previously attended institutions directly to the Registrar's Office of Acsenda School of Management.

### Mail application to the following address:

Office of the Registrar  
Acsenda School of Management  
9<sup>th</sup> Floor – 1090 West Pender, Vancouver, BC Canada, V6E 2N7  
www.Acsenda.com • (604) 430 - 5111

## Personal Information

Last (Family) Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Gender: ☐ Male ☐ Female

How did you hear about Acsenda School of Management? (Please check as many as applicable.)

☐ Family/Friends ☐ SSC/ASM Marketing Team ☐ Agent (Please specify) \_\_\_\_\_

☐ Others (Please specify) \_\_\_\_\_

## Domestic Applicants (If you are an International Applicant please skip this section)

Are you a Canadian Citizen? ☐ Yes ☐ No

Are you a Landed Immigrant? ☐ Yes ☐ No Years in Canada: \_\_\_\_\_ Primary Language: \_\_\_\_\_

## International Applicants (If you are a Domestic Applicant please skip this section)

Country of citizenship: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Do you hold a valid study permit? ☐ Yes ☐ No If Yes, please attach a photocopy Expiry Date: \_\_\_\_\_

Current level of English: ☐ Beginner ☐ Intermediate ☐ Advanced IELTS or TOEFL Score (if applicable): \_\_\_\_\_

## Educational Objectives

### What program are you applying for?

☐ Advanced Diploma in Business Administration      ☐ Post Graduate Certificate      ☐ Post Graduate Diploma

☐ Bachelor of Business Administration (chose major from options below)

**Major:**   ☐ Human Resources Management      ☐ Accounting      ☐ Marketing  
                  ☐ International Business Management      ☐ Generalist      ☐ Undecided

### What is your intended start date (indicate year):

☐ Term 1 (Jan\_\_\_\_)   ☐ Term 2 (Apr\_\_\_\_)   ☐ Term 3 (Jul\_\_\_\_)   ☐ Term 4 (Oct\_\_\_\_)

## Education History

**Have you graduated from high school or equivalent?**   ☐ Yes   ☐ No   ☐ Currently Attending

High School \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

**Have you completed any post-secondary studies?**   ☐ Yes   ☐ No   ☐ Currently Attending

Institution Name \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Program/Course taken: \_\_\_\_\_

Level:      ☐ Certificate      ☐ Diploma      ☐ Bachelors      ☐ Masters

Years Attended: \_\_\_\_\_ Graduated: ☐ Yes ☐ No

Institution Name \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Program/Course taken: \_\_\_\_\_

Level:      ☐ Certificate      ☐ Diploma      ☐ Bachelors      ☐ Masters

Years Attended: \_\_\_\_\_ Graduated: ☐ Yes ☐ No

**Have you ever been suspended or denied readmission to any other college or university?**   ☐ Yes   ☐ No

Visit [www.acsenda.com/admission/calendar](http://www.acsenda.com/admission/calendar) for course transfer credit policy and other school related policies and procedures.

## Declaration and Signature of the Applicant

I hereby certify that the information I have provided is accurate and complete in all aspects. I also understand and accept that falsification of any information in my application or misrepresentation of my record on documents submitted will result in the rejection of my application and/or the withdrawal of any offer of admission. I understand that I am required to arrange for all official transcripts or documents to be sent to the Registrar's Office.

Name (Print): \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Signature: \_\_\_\_\_

This program is offered under the written consent of the Minister of Advanced Education, effective November 12, 2004, having undergone quality assessment and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs. Visit [www.acsenda.com](http://www.acsenda.com)